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ABSTRACT

This guide was prepared to assist college administrators and apprenticeship coordinators administering the apprenticeship training programs of the University of Hawaii's community colleges. Apprenticeship is defined as training for those occupations commonly known as skilled crafts or trades which require a wide and diverse range of skills and knowledge. Areas outlined in the guide are: (1) the advantages which apprenticeships offer to the individual, the employer, and to society; (2) those state and federal organizations which are concerned with apprenticeships; (3) criteria for and a list of apprenticeable occupations; (4) state and federal recommendations and requirements in the areas of provisions, apprenticeship classifications, the apprenticeship agreement, state apprenticeship standards, and equal employment opportunity; and (5) the role of the apprenticeship coordinator, which is considered in terms of his legal responsibilities, responsibilities related to instruction, suggestions for the establishment of training programs, record and report documentation, apprentice evaluation, and program evaluation. A glossary of terms is included and appendices contain sections from the apprenticeship agreement and from federal and state laws, rules, and regulations. A brief bibliography is also included. (MB)

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UNIVERSITY OF HAWAII
COMMUNITY COLLEGES

A GUIDE FOR APPRENTICESHIP COORDINATORS AND ADMINISTRATORS

SEPTEMBER 1978

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UNIVERSITY OF HAWAII
COMMUNITY COLLEGES

A GUIDE FOR APPRENTICESHIP

COORDINATORS AND ADMINISTRATORS

SEPTEMBER 1978

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TABLE OF CONTENTS

	Page
FOREWORD	5
INTRODUCTION	7
Apprenticeship	9
Advantages of Apprenticeship	9
Classification of Apprentices	10
FEDERAL AND STATE ORGANIZATIONS CONCERNED WITH APPRENTICESHIP	13
Federal Organizations	15
Federal Committee on Apprenticeship	15
National Joint Committees	15
Federal Bureau of Apprenticeship and Training	15
State of Hawaii	16
Apprenticeship Division, Department of Labor and Industrial Relations	16
Joint Apprenticeship and Training Committee	17
APPRENTICEABLE OCCUPATIONS	19
Criteria for Apprenticeable Occupations	21
Apprenticeable Occupations - State of Hawaii	22
APPRENTICESHIP PROGRAMS AND REQUIREMENTS	25
Apprenticeship Program	27
Types of Apprenticeship Programs	28
Apprenticeship Agreement	28
Requirements	29
Apprenticeship Standards - State of Hawaii	30
Equal Employment Opportunity	34

Page

ROLE OF THE APPRENTICESHIP COORDINATOR 37

Legal Responsibilities 40

Related Instruction 41

Suggestions for the Establishment of Training Programs . . 42

Records and Reports 44

Apprentice Evaluations 45

Program Evaluation 46

GLOSSARY 49

APPENDICES 55

Appendix A Apprenticeship Agreement, Regulation XLIV, Section 6, Chapter 372, HRS 57

B Apprenticeship Agreement, State of Hawaii, DLIR, Apprenticeship Division 62

C Federal Laws, Rules and Regulations 64

D State of Hawaii Laws, Rules and Regulations . . 66

E Regional Offices of the State of Hawaii, Department of Labor & Industrial Relations, Apprenticeship Division 67

F Student's Quarterly Report 68

SELECTED REFERENCES 69

FOREWORD

This Guide was prepared to assist college administrators and apprenticeship coordinators administering the apprenticeship training programs in the University's community colleges.

While some parts of the Guide contain new information, other parts of it were adapted from materials produced in other states for apprenticeship programs.

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INTRODUCTION

APPRENTICESHIP

Apprenticeship is defined as training for those occupations commonly known as skilled crafts or trades which require a wide and diverse range of skills and knowledge.

As practiced by modern industry, apprenticeship is a business-like system of training in which workers who enter industry are given thorough instruction and experience in all the practical and theoretical aspects of the work in a skilled trade both on and off-the-job.

ADVANTAGES OF APPRENTICESHIP

TO THE APPRENTICE:

- Learns a trade through training and actual on-the-job work experience. Job skills acquired assures employability.
- Learns the most recent methods of a trade.
- Receives pay while learning, with pay increases at regular intervals.
- Receives recognition as a skilled worker.
- Acquires a broad range of skills which allows him/her to readily adjust to new processes.
- Provides opportunities for job advancement.

TO THE EMPLOYER:

- Reduces labor turnover and absenteeism through employee motivation to learn new job skills.
- Lowers cost by increasing productivity as employees become more skilled on-the-job.
- Provides a more flexible workforce because of greater employee skills.
- Creates customer satisfaction generated by quality workmanship.
- Receives recognition as a supporter of State and national efforts to train young people in skills necessary to become contributing members of society.

TO SOCIETY:

- Provides trained craft workers to meet present and future needs.
- Provides effective means of preparing workers for productive citizenship in the community.
- Assures quality goods and services.

CLASSIFICATION OF APPRENTICES

Section 104.514 of the Federal Register, Volume 42, Number 191, Vocational Education, classifies apprentices as follows:

1. *REGISTERED*

   (i) Where the program or the apprentice, or both, are registered under the apprenticeship law of the State in which the apprentice is employed;

   (ii) Where the program or the apprentice, or both, are registered by the State apprenticeship agency operating under powers vested in it by legally responsible State authority; and

(iii) *Where the program or the apprentice, or both, are registered by the Bureau of Apprenticeship and Training, U.S. Department of Labor, under "standards" or "fundamentals" approved by the Federal Commission on Apprenticeship. Such registration or recognition exists only where neither conditions in paragraph (e) (1) (i) nor paragraph (e) (1) (ii) of this section exists.*

2. *NON-REGISTERED*

Where the program or the apprentice, or both are not registered under any of the above conditions found in paragraphs (e) (1) (i) (ii) and (iii) of this section. A noncertifiable apprenticeship program is conducted under an implied or written agreement between the apprentice and an individual employer, a group of employees, employer-employee committees, or a governmental agency.

FEDERAL AND STATE ORGANIZATIONS CONCERNED WITH APPRENTICESHIP

FEDERAL ORGANIZATIONS

FEDERAL COMMITTEE ON APPRENTICESHIP (FCA)

The FCA advises the Secretary of Labor on apprenticeship and training policies, labor standards affecting apprenticeship, research needs, and other related matters.

NATIONAL JOINT COMMITTEES

At the national level, joint committees set up by national employer associations and international unions develop standards that serve as guidelines for developing local apprenticeship programs. National joint committees encourage local affiliates to develop and conduct programs and provide information on new techniques, materials, changes in technology, and other training developments. They also employ national apprenticeship directors, whose responsibilities include assisting local joint apprenticeship committees.

FEDERAL BUREAU OF APPRENTICESHIP AND TRAINING (BAT)

The Bureau of Apprenticeship and Training of the U.S. Department of Labor encourages and assists industry in the development, expansion, and improvement of apprenticeship and training programs. Through its field staff, with offices in every state, the Bureau works with local employers and unions and with state apprenticeship agencies.

STATE OF HAWAII

APPRENTICESHIP DIVISION, DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS (DLIR)

The Apprenticeship Division, DLIR, is authorized by State law to provide promotional and technical assistance by bringing employers and employees together in a voluntary and cooperative venture to train skilled workers in various trades.

The Apprenticeship Division's major responsibilities are to:

- Promulgate Division of Apprenticeship Standards (DAS) created by the Shelley-Maloney Apprentice Labor Standards Act of 1939.
- Promote use of apprenticeship and other on-the-job training programs by employers.
- Register apprenticeship standards and apprenticeship agreements.
- Serve as an arbitrator between employers and unions.
- Maintain records of apprentices and issue certificates of completion.
- Approve apprenticeship and other on-the-job training programs for the Veterans Administration.
- Provide assistance in developing training programs to meet specific needs.
- Recommend suspension or revocation of apprenticeship agreements established.
- Hear and adjust all complaints of violation of apprenticeship agreements and standards.

- Modify standards with the approval of the Director of Labor and Industrial Relations.

JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)

The JATC is a group, with equal representation from management and labor, established to carry out the development and administration of apprenticeship and journeyworkers' training programs for each occupational area. The committee may represent labor-management interests at the national, state, or local level.

Some of the specific roles and responsibilities of the JATC are to:

- Determine number of apprentices to be trained under the auspices of the JATC.
- Establish minimum required standards of education and experience for apprentices.
- Determine qualifications of applicants for apprenticeship.
- Determine quality and quantity of on-the-job experience.
- Determine credit to be allowed for previous experience and training.
- Require student attendance in related subject classes.
- Evaluate apprentices and recommend advancement if, in the opinion of the Committee, such action is necessary.
- Serve as a resource to local educational institutions.
- Assist in recruiting qualified candidates for apprenticeship training.
- Notify local educational institutions of the need to establish instructional programs for specific trades.

APPRENTICEABLE OCCUPATIONS

CRITERIA FOR APPRENTICEABLE OCCUPATIONS

Apprenticeable occupations are occupations customarily learned in a practical way through two or more years' of training including actual work experiences on-the-job.

"Criteria for Apprenticeable Occupations," Regulation XLIV, Section 4, Chapter 372, Hawaii Revised Statutes, states that

> *An apprenticeable occupation is a skilled trade which possesses all of the following characteristics:*
>
> *(a) Is customarily learned in a practical way through a structured systematic program of on-the-job supervised training;*
>
> *(b) It is clearly identified and commonly recognized throughout an industry;*
>
> *(c) It involves manual, mechanical or technical skills and knowledge which require a minimum number of hours/months as required by statute of on-the-job work experience; and*
>
> *(d) It requires related instruction to supplement the on-the-job training.*

Similar criteria are found in Section 104.514 of the Federal Register, Volume 42, Number 191.

Listed below are apprenticeable occupations included in programs of apprenticeship registered with the State of Hawaii Apprenticeship Division, DLIR.

The customary terms of apprenticeship, in hours, are shown for each occupation. Where possible, the apprenticeable titles have been identified by code numbers reflecting jobs defined in the Dictionary of Occupational Titles.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
APPRENTICESHIP DIVISION
December, 1977

OCCUPATION *(Federal Title)*	RELATED INSTRUCTION in Hours	D.O.T. NUMBER	LENGTH OF PROGRAM in Hours
Appliance Repairer	432	723.884.010	6,000
Automatic-Equipment Technician	432	822.281.010	6,000
Automobile Mechanic	576	620.281.014	8,000
Automobile Upholsterer	80	780.381.010	6,000
Automobile Body Repairer	288 (72 p/yr)	807.381.010	8,000
Bag Machine Operator	360	649.885.010	5,000
Baker	432	526.781.010	6,000
Boilerhouse Mechanic		805.381.010	6,000
Boilermaker I	432	805.281.010	6,000
Bricklayer	288	861.381.010	6,000
Cabinetmaker	576	660.280.010	8,000
Camera Repairer	432	714.281.014	6,000
Carpenter	576	860.381.026	8,000
Cement Mason	144	844.884.014	6,000
Chief of Party II		018.168.010	4,000
Composing Room Machinist		627.281.010	8,000
Compositor		973.381.010	8,000 - 10,000
Construction Equipment Mechanic	576	620.281.046	6,000 - 8,000
Cook	432	313.381.018	6,000
Decorator I		740.381.010	8,000
Dental Laboratory Technician	576	712.381.014	8,000
Detailer	432	017.281.034	6,000
Diesel Mechanic	576	625.281.010	8,000
Drafter, Architectural	432	001.281.010	6,000
Electric Motor Repairer	576	721.281.026	8,000
Electric Meter Repairer	432	729.281.018	6,000
Electrical Repairer		829.281.022	6,000 - 8,000
Electrician	576	824.281.014	8,000
Electrician Substation	432	820.281.026	6,000
Electrical Appliance Repairer	432	723.381.010	6,000

OCCUPATION *(Federal Title)*	RELATED INSTRUCTION in Hours	D.O.T. NUMBER	LENGTH OF PROGRAM in Hours
Flexographic Press Operator		651.782.026	8,000
Floor Layer	216 (Satisfactory comp.	864.781.010	6,000
Form Builder	of 480-hr. semester course)	693.280.018	8,000
Furniture Upholsterer	432	780.381.018	6,000
Glazier	432	865.781.010	8,000
Gunsmith		632.281.018	8,000
Instrument Mechanic		710.281.058	7,600
Instrument Repairer		711.884.018	6,000
Insulation Worker	576	863.884.026	8,000
Lather	432	842.781.010	6,000
Line Maintainer	504	821.281.010	7,000
Machinist Automotive	576	600.280.050	8,000
Machinist I	576	600.280.030	8,000
Machinist, Wood	576	669.380.010	8,000
Maintenance Mechanic II *(Water Plant Maint Mech)*		638.281.022*(600RS)*	6,000 - 7,600
Meat Cutter	288	316.884.018	4,000
Metal Fabricator I	432	619.380.022	6,000
Millwright		638.281.034	8,000
Molder		518.381.022	8,000
Motorboat Mechanic	432	623.281.034	6,000
Musical Instrument Repairer		730.281.038	8,000
Office Machine Servicer	432	633.281.030	6,000
Offset Press Operator I	432	651.782.042	6,000
Operating Engineers		859.883.030	4,000
Optical Technician		007.081.042	8,000
Optician	432	713.381.014	6,000
Optician, Dispensing	432	713.251.010	6,000
Painter	288	840.781.010	6,000
Painter, Automobile	80(3/12/73)	845.781.018	6,000
Photoengraver		971.381.018	10,000
Photographer, Portrait	432	143.062.042	6,000
Pipe Fitter I	720	862.381.042	10,000
Pipe Fitter, Maintenance		862.381.050	6,000
Plasterer	288	842.781.018	8,000
Platen-Press Operator	576	651.782.054	8,000
Plumber	720	862.381.074	10,000
Plumber, Maintenance	600	862.381.082	7,600

OCCUPATION *(Federal Title)*	RELATED INSTRUCTION in Hours	D.O.T. NUMBER	LENGTH OF PROGRAM in Hours
Radio Repairer	432	720.281.010	6,000
Refrigeration Mechanic	432	637.281.034	6,000
Reinforcing-Iron Worker (9 units of instruction consisting of 20 hrs. ea.)		801.884.046	6,000
Roofer	140	866.381.010	4,200
Scale Mechanic		633.281.038	6,000
Service Mechanic		807.381.030	4,000
Sheet Metal Worker	720	804.281.014	10,000
Steel-Die Printer		651.782.078	8,000
Stonemason	288	861.781.022	6,000
Stripper-Platemaker		971.381.054	8,000
Structural Steel Worker	432	801.781.010	6,000
Surveyor Assistant, Instrument		018.188.014	4,000
Surveyor Helper, Rod		018.587.010	4,000
Television & Radio Repairer	576	720.281.018	8,000
Tile Setter	288	861.781.038	6,000
Trouble Shooter II		821.281.026	6,000
Upholstery Cutter		780.884.142	4,000
Watchmaker	240 (80 hrs. per year)	715.281.030	6,000
Water Meter Repairer		710.281.078	6,000
Web-Press Operator		651.782.094	8,000
Welder Combination		812.884.014	6,000

APPRENTICESHIP PROGRAMS

AND

REQUIREMENTS

APPRENTICESHIP PROGRAMS AND REQUIREMENTS

APPRENTICESHIP PROGRAM

An effective apprenticeship program, as recommended by the Federal Committee on Apprenticeship, should contain the following provisions:

- The starting age of an apprentice to be not less than 16;
- A schedule of work processes in which an apprentice is to be given training and experience on-the-job;
- Organized instruction designed to provide the apprentice with knowledge in technical subjects related to his/her trade;
- A progressively increasing schedule of wages;
- Proper supervision of on-the-job training with adequate facilities to train apprentices;
- Periodic evaluation of the apprentice's progress, both in job performance and related instruction, and the maintenance of appropriate records;
- Employee-employer cooperation;
- Recognition for successful completions.

An apprenticeship program is defined by Regulation XLIV (e) Definitions, Chapter 372, Hawaii Revised Statutes, as:

> *...a plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, including such matters as the requirements for a written apprenticeship agreement.*

TYPES OF APPRENTICESHIP PROGRAMS

Apprenticeship programs are classified as follows:

1. *UNION AND EMPLOYER PARTICIPATION*

   a. *Group Joint Program.* A program sponsored by more than one employer or a trade association in cooperation with a labor organization.

   b. *Individual Joint Program.* A program sponsored by one employer in cooperation with a labor organization.

2. *NON-UNION INVOLVEMENT*

   a. *Group Non-Joint Program.* A program sponsored by more than one employer or a trade association with no union involvement.

   b. *Individual Non-Joint Program.* A program sponsored by one employer with no union involvement.

APPRENTICESHIP AGREEMENT

An apprenticeship agreement is a comprehensive document, covering terms and conditions of employment, requirements for related instruction, schedules of work processes, and responsibilities of all concerned parties.

A copy of "Apprenticeship Agreement," Regulation XLIV, Section 6, Chapter 372, Hawaii Revised Statutes, is found in Appendix A, and a copy of the apprenticeship agreement form prepared by the Apprenticeship Division, DLIR, is found in Appendix B.

A. DEFINITION

An "apprenticeship standard" means a written document which sets forth the minimum labor standards required by law for training apprentices in a specified industry, area or plant.

B. REQUIREMENTS

Apprenticeship standards are developed according to the following requirements:

WORK PROCESSES

Standards must outline the work processes, or specific tasks, that an apprentice will be trained in, through supervised work experience or on-the-job training. They should specify how much time will be spent in each major process or division of the trade.

PLANNED RELATED INSTRUCTION

Standards should provide for organized instruction in technical subjects related to the apprentice's trade. This may include supervised correspondence or self-study courses, as approved by the applicable law or by policy of the Department of Labor and Industrial Relations.

PROGRESS EVALUATION RECORDS

The standards should show how the program will periodically review and evaluate the apprentice's progress, in both job performance and related instruction. They should specify how appropriate records of each apprentice's progress will be kept.

NUMBER OF APPRENTICES TO BE EMPLOYED

Standards should identify a ratio of apprentices to journeymen that is consistent with proper supervision, training, and continuity of employment.

EQUAL OPPORTUNITY IN APPRENTICESHIP

Standards should affirm that the program will provide equal opportunity in recruitment, selection, and all phases of employment

and training. All programs must be conducted and operated in a nondiscriminatory manner in all aspects of apprenticeship without regard to race, religion, color, sex, or national origin.

TERM OF APPRENTICESHIP

Standards should set a term of apprenticeship that is consistent with training requirements as established by industrial practices.

PROBATIONARY PERIOD

Standards should establish a probationary period that is reasonable in relation to the term of apprenticeship. Apprentices should receive full credit toward the completion of their apprenticeship for time served during this period.

SAFETY AND HEALTH TRAINING

Standards should state how the program will provide a safe and a healthful workplace for apprentices both on-the-job and in related instruction.

C. APPRENTICESHIP STANDARDS - STATE OF HAWAII

"Apprenticeship Standards" Section 5(b), Regulations XLIV, Chapter 372, Hawaii Revised Statutes, states

All sponsors of apprentice training programs are required to comply with the terms and conditions set forth according to the following standards:

(1) A statement of the trade or craft to be taught and the required hours for completion of apprenticeship which shall not be less than the statutory minimum number of hours/months of reasonably continuous employment, consistent with training requirements as established by industry practice;

(2) A statement of the number of hours/months to be spent by the apprentice in work on the job and an outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process;

(3) A statement of the number of hours to be spent in organized related instruction in technical subjects related to the trade approved by the Department of Education or by the Community College System, University of Hawaii, which shall be not less than the statutory minimum number of hours per year, and whether or not the required school time shall be compensated; the department may, in the best interest of apprenticeship, reduce the number of hours of related instruction, which instruction may be given in a classroom through trade or industrial courses, or by correspondence courses of equivalent value, or other forms of self-study approved by the department;

(4) A statement that apprentices shall be not less than 16 years of age, with the exception of a higher age requirement which the department has determined applicable in accordance with Child Labor Law, Chapter 390, HRS, and its related Regulation XXXIII;

(5) A statement of the progressively increasing scale of wages to be paid the apprentice consistent with the skill acquired, the entry wage to be not less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, State Law, respective regulations, or by collective bargaining agreement;

(6) A provision for probationary period reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of apprenticeship;

(7) A provision that during the period of probation, the director shall be directed to terminate an apprenticeship agreement at the request in writing of any party thereto;

(8) A provision that after the probationary period, the director may terminate an apprenticeship agreement (1) upon agreement of the parties thereto, (2) at the request of the apprentice, (3) upon recommendation by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, or (4) for good cause on the director's own motion after giving all parties notice and opportunity to be heard;

(9) *Provision that the services of the department may be utilized for consultation regarding the settlement of differences arising out of the apprenticeship agreement and where the differences cannot be adjusted locally, or in accordance with the established trade procedure, and any such differences which cannot be amicably settled by the parties may be submitted to the director for final decision;*

(10) *Provision for the numeric ratio of apprentice to journeymen consistent with proper supervision, training, safety, and reasonable continuity of employment, and applicable provisions in collective bargaining agreements, in relation to which it is recommended that a ratio of no more than one apprentice for each journeyman regularly employed by a participating employer in each apprenticeable occupation be established;*

(11) *Provision for transfer of employer's training obligation when the employer is unable to fulfill the obligation under the apprenticeship agreement to another employer under the same program with the consent of the apprentice and apprenticeship committee or program sponsor, with full credit to the apprentice for satisfactory time and training earned (applicable to multi-employer programs only);*

(12) *Provision for minimum qualifications required by a sponsor for persons entering the apprenticeship program;*

(13) *Provision for granting of an advanced standing or credit for previously acquired experience, training, or skills for all applicants equally, with commensurate wages for any progression step so granted;*

(14) *A provision that the apprentice will be provided adequate and safe equipment and facilities for training and supervision and safety training on the job and in related instruction, and the employer shall insure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, or State standards that have been found to be at least as effective as the federal standards;*

(15) *A provision for the placement of an apprentice under a written apprenticeship agreement, which shall directly, or by reference, incorporate the standards of the program as part of the agreement;*

(16) A provision for periodic review and evaluation of the apprentice's progress in job performance and in related instruction by the program sponsor and/or department, and the maintenance of appropriate progress records;

(17) A provision for recognition of successful completion of apprenticeship evidenced by an appropriate certificate;

(18) Identification of the registration agency as Apprenticeship Division, Department of Labor and Industrial Relations;

(19) A statement that the regular workday or workweek for apprentices shall not be greater than those of the journeymen;

(20) Provision for the registration, cancellation and deregistration of the program, and requirement for the prompt submission of any modification or revision thereto;

(21) Provision for registration of apprenticeship agreements and revisions, notice to the department of persons who have successfully completed apprenticeship programs, and notice of terminations and suspensions of apprenticeship agreements and causes therefore;

(22) A statement of how the committee is to be organized and a statement of the functions of the committee are required if the program sponsor is a joint apprenticeship committee;

(23) A statement containing the equal opportunity pledge prescribed as follows:

"The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, age, physical handicap, marital status, or arrest and court record. The sponsor will operate the apprenticeship program as required under the Employment Practices Law, Section 378-2, HRS";

(24) Name and address of the appropriate authority under the program to receive, process and make disposition of complaints; and

(25) All apprenticeship standards must contain articles to comply with federal and State laws, regulations and rules pertaining to apprenticeship.

D. EQUAL EMPLOYMENT OPPORTUNITY

Rules and regulations pertaining to the State Plan for Equal Employment Opportunity in Apprenciceship Training are found in DLIRs Regulation XLV, effective November 4, 1978.

Pertinent exerpts of Regulation XLV include:

Section 4. Equal Opportunity Standards. (a) Obligation of sponsors. Each sponsor of an apprenticeship program shall:

(1) Recruit, select, employ, and train apprentices during their apprenticeship, without discrimination because of race, color, religion, national origin, sex, age, physical handicap, marital status, or arrest and court record;

(2) Uniformly apply rules and regulations concerning apprentices, including but not limited to, equality of wages, periodic advancement, promotion, assignment of work, job performance, rotation among all work processes of the trade, imposition of penalties or other discriplinary action, and all other aspects of the apprenticeship program administration by the sponsor; and

(3) Take affirmative action to provide equal opportunity in apprenticeship, including adoption of an affirmative action plan as required by this State plan.

(b) Equal opportunity pledge. Each sponsor of an apprenticeship program shall include in its standards the following equal opportunity pledge:

> *The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, age, physical handicap, marital status, or arrest and court record which does not have a substantial relationship to the functions and responsibilities of the prospective or continued employment, provided that an employer/sponsor may refuse to hire/refer for employment an individual for good cause relating to the ability of the individual to perform the work in question. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and the Hawaii State Plan for Equal Employment opportunity in Apprenticeship*

Training which includes the Employment Practices Law, Section 378-2, Hawaii Revised Statutes.

Section 5. Affirmative Action Plans. (a) Adoption to affirmative action plans. A sponsor's commitment to equal opportunity in recruitment, selection, employment and training of apprentices shall include the adoption of a written affirmative action plan.

(b) Definition of affirmative action. Affirmative action is not mere passive nondiscrimination. It includes procedures, methods, and programs for the identifciation, positive recruitment, training, and motivation of present and potential minority and female (minority and nonminority) apprentices including the establishment of goals and timetables. It is action which will equalize opportunity in apprenticeship so as to allow full utilization of the work potential of minorities and women. The overall result to be sought is equal opportunity in apprenticeship for all individuals participating in or seeking entrance to the Nation's labor force:

(c) Outreach and positive recruitment. An acceptable affirmative action plan must also include adequate provision for outreach and positive recruitment that would reasonably be expected to increase minority and female participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. In order to achieve these objectives, sponsors shall undertake activities such as those listed below. It is not contemplated that each sponsor necessarily will include all the listed activities in its affirmative action program. The scope of the affirmative action program will depend on all the circumstances including the size and type of the program and its resources. However, the sponsor will be required to undertake a significant number of appropriate activities in order to enable it to meet its obligations under this State plan. The affirmative action plan shall set forth the specific steps the sponsor intends to take in the areas listed below:

(1) Dissemination of information concerning the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. For programs accepting applications only at specified intervals, such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. For programs customarily receiving applications throughout the year, such information shall be regularly disseminated but not less than semiannually. Such information shall be given to the Registration Agency, local schools, employment service offices, women's centers, outreach

programs and community organizations which can effectively reach minorities and women, and shall be published in newspapers which are circulated in the minority community and among women, as well as in the general areas in which the program sponsor operates;

(2) *Participation in workshops for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein;*

(3) *Cooperation with Board of Education and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.*

ROLE

OF THE

APPRENTICESHIP COORDINATOR

ROLE OF THE APPRENTICESHIP COORDINATOR

Coordination is one of the major responsibilities of the apprenticeship coordinator in the operation of the apprenticeship programs. Apprenticeship programs can succeed only when apprentices' activities, both in class and at work, are coordinated to assure maximum learning.

Some of the roles and responsibilities of the apprenticeship coordinator are to:

- Assist in planning, organizing, administering and supervising apprenticeship programs;
- Coordinate promotional activities with the Federal and State Apprenticeship Boards and the Joint Apprenticeship Council of each trade, as requested;
- Assist in the development of instructional materials, courses of study, selection of textbooks, equipment, and supplies;
- Maintain close and harmonious working relationships with the Federal and State Apprenticeship Boards, management, and labor groups;
- Assist in developing and providing home study programs for trades;
- Attend Joint Apprenticeship Council meetings;
- Offer guidance and direction to apprentices;
- Assist in the registration of apprentices;
- Articulate evening college offerings with related day college offerings wherever feasible;
- Develop criteria and procedures to evaluate the effectiveness of the instruction;

- Maintain appropriate records for apprentices;
- Provide skill upgrading instruction as requested by the provost and dean of instruction;
- Assume other duties as requested by the provost and dean of instruction.

LEGAL RESPONSIBILITIES

Apprenticeship programs must be operated in compliance with federal, state, and local laws and regulations. Both the letter and the spirit of existing laws and regulations must be followed. Apprenticeship coordinators or other individuals responsible for the operation of apprenticeship programs should have an understanding of the laws and regulations that pertain to apprenticeship programs.

Listed in Appendices A, C, and D are brief summaries of federal and state laws, rules and regulations governing apprenticeship programs. The Apprenticeship Division, DLIR, State of Hawaii publishes a number of documents which may be obtained by contacting the nearest regional office of the Department of Labor and Industrial Relations of the State of Hawaii.

Apprenticeship coordinators should maintain contact with regional representatives of the State of Hawaii Department of Labor and Industrial Relations. A list of regional offices is found in Appendix E.

RELATED INSTRUCTION

Responsibilities pertaining to related instruction are found in Section 372.6, Apprenticeship Law, Chapter 372, Hawaii Revised Statutes, as indicated below:

> *Related instruction for apprentices, coordination of instruction with job experiences and the selection and training of teachers and coordinators for instruction shall be the responsibility of the Department of Education or of the community college division, University of Hawaii (L.Sp. 1941, c. 23, s. 2; R.L., 1945, s. 4143; am. L. 1955, c. 31, s. 1 (a); am.L. 1965, c. 138, s.1; am.L., 1967.)*

Related instruction provided by educational institutions usually includes both job theory and trades principles with variations in content to suit particular trades and apprentices' job situations. Generally the program includes instruction in applied mathematics, drafting, blueprint reading, shop layout, sketching, physics, and other applied sciences. Instruction is also given in labor and safety laws, regulations and ordinances, industrial and public relations, health and safety concepts, and the use of tools, equipment, and materials related to the trade.

Instructional content for registered apprenticeship programs is usually developed cooperatively with the JATC. For trades without a JATC, or non-registered apprentice programs, the related instruction is often developed in consultation with one or more of the following:

- related trade instructor(s) or other resource persons on campus
- other community college apprenticeship coordinators;
- advisory committee(s);
- Apprenticeship Division, DLIR;
- Federal Bureau of Apprenticeship.

Related instruction should be based on a plan which assures that the theory in the classroom is taught just prior to or concurrently with the need to apply it in the actual work process.

The training content should be based on a continuing analysis of each occupation, with provisions for forecasting changes which may affect the work of the trade. Since many activities and operations are common to most trades, inter-trade cooperation should be instituted to keep training content relevant.

New methods, materials, processes, and equipment should be introduced into the training program as early as practicable. Similarly, instructional materials should be modern and teaching aids such as films, overhead projections, and programmed learning should be utilized. The use of trade literature as an adjunct to classroom instruction should be required.

When teaching material is not available, the apprenticeship coordinator, in cooperation with others, should develop the necessary course content. In making decisions on course content, the committee should place a priority on the information to be conveyed to the apprentices. A simple rule to follow in this connection is to determine the importance of the material on the basis of:

- essential information;
- information that is desirable but not essential;
- information that is merely good to know.

SUGGESTIONS FOR THE ESTABLISHMENT OF TRAINING PROGRAMS

Upon directions received by the Provost from the Chancellor for Community Colleges, the apprenticeship coordinator should contact the trade training coordinator of that trade to jointly plan and coordinate related instruction, select the appropriate textbooks and study materials, and select training facilities including classrooms and shops.

Apprenticeship training programs are usually established by the community colleges based on the number of apprentices enrolled in specific trades, as follows:

REGULAR GROUP PROGRAM:

Specific classes are established on a regularly scheduled basis for 10 or more students enrolled in a specific trade.

MODIFIED APPRENTICESHIP CLASS:

In establishing related instruction for a trade with fewer than 10 apprentices, the community colleges may establish a combined apprenticeship class, a modified home study class, or individualized programs described below:

1. *Combined Apprenticeship Class.* Apprentices from several trades are grouped together in one class with one instructor. In establishing such a class, the apprenticeship coordinator should ensure that the trade training coordinators are in support of this action; the instructor has a background in the technical aspects of the trades involved; and the textbooks and study materials are highly structured.
2. *Modified Home Study Class.* Several apprentices enrolled in a specific trade receive a portion of their related instruction in a structured environment and a portion of it through home study under the guidance of a qualified instructor. The apprenticeship coordinator should work closely with the trade training coordinator to ensure the appropriateness of textbooks and study materials.

INDIVIDUALIZED PROGRAM:

For a trade with only a few apprentices, the apprenticeship coordinator should normally follow the procedure described below:

- Upon notification by the Apprenticeship Division, DLIR, that an apprentice has been indentured in a specific trade, the apprenticeship coordinator should contact the the trade training coordinator of that trade to coordinate the related instructional training that is to be offered to the apprentice.
- In cooperation with the trade training coordinator, the apprenticeship coordinator selects the appropriate books and materials, develops a schedule for assignments and examinations.
- The apprenticeship coordinator may assign the apprentices to join other apprentice classes for specific subjects such as, math, blueprint reading, first aide and other appropriate classes.

RECORDS AND REPORTS

RECORDS:

Apprenticeship coordinators are responsible for documenting and maintaining individual apprentices' records which include semester and cumulative hours of related instruction, evaluations, and class registrations.

Since the Apprenticeship Division, DLIR, maintains official records on all apprentices regarding related instruction and work process hours, it requires all educational institutions involved

with apprenticeship training to submit monthly attendance records on each apprentice.

REPORTS:

A quarterly report for each apprentice is prepared by instructors involved with related instruction and recorded in the apprentice's files by the apprenticeship coordinator (an example of a quarterly report is found in Appendix F). A copy of the report is maintained in each apprentice's file; a second copy is mailed to the trade-training coordinator and the third copy is given to the apprentice.

APPRENTICE EVALUATIONS

Apprenticeship instructors are responsible for the evaluation of each apprentice's performance. These evaluations provide instructors, apprenticeship coordinators and trade-training coordinators with the opportunity to observe facets of apprentice's performance that should be corrected or improved.

Evaluations are to be made regularly and systematically and should include, among other things:

- dependability
- cooperation
- judgment
- self-confidence
- initiative
- speed
- accuracy
- ability to learn
- ability to get along with others
- skills and knowledge acquired

Regulation XLIV, Section 5, (b), (16), Chapter 372, Hawaii Revised Statutes, requires periodic review and evaluation of the apprentices as noted below:

> *A provision for periodic review and evaluation of the apprentice's progress in job performance and in related instruction by the program sponsor and/or department, and the maintenance of appropriate records.*

PROGRAM EVALUATION

Evaluation is the prerequisite to the improvement of apprenticeship training programs. The evaluation process involves clarifying program objectives, describing specific outcomes, selecting appropriate ways of summarizing and interpreting data, and utilizing information to improve related instruction. Only through continuous systematic evaluation can the effectiveness of programs be determined and sound changes be made.

The methods of measurement selected by the coordinator must provide the type of data needed to assess the attainment of all stated objectives. The most commonly used techniques are self-appraisal scales and follow-up studies.

Self-appraisal scales enable the apprenticeship coordinators to assess their programs in order to achieve or approximate the optimum apprenticeship programs. The following are broad guidelines to aid the apprenticeship coordinator:

- Program evaluation is a group endeavor and should include members of JATC.
- Self-appraisal should be part of the evaluation program.
- Evaluation data should serve as a basis for planning immediate changes and developing long-range plans.

Follow-up studies of apprentices provide information on relevancy of their learning experiences under full-time employment conditions. Some of the information a follow-up study can reveal includes:

- The number of former apprentices who became employed in jobs for which they were trained or in closely related jobs.
- Working conditions encountered.
- Competencies required on-the-job for which instruction had not been given.
- Other specific training and education shown to be needed by future employees.

GLOSSARY

APPRENTICE

A person participating through employment in an approved schedule of work experience supplemented by related classroom instruction, and who is party to an apprenticeship agreement.

APPRENTICESHIP AGREEMENT

The written agreement between an apprentice and: (1) an employer, (2) an association of employers, (3) an association of employees, or (4) a joint apprenticeship committee. The agreement conforms to standards of the State of Hawaii Apprenticeship Law.

APPRENTICEABLE OCCUPATION

An occupation which:

- is customarily learned in a practical way through a prescribed period of on-the-job training.
- requires related classroom instruction to supplement work experience.
- involves the development of manual, mechanical and/or technical skills and knowledge which are sufficiently broad enough to be applicable to similar occupations in the industry.

APPRENTICESHIP PROGRAM

A plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.

APPRENTICESHIP STANDARDS

Document which embodies the procedures for the training of apprentices, setting forth the terms and conditions associated therewith, including wages, hours, conditions of employment, training on-the-job and related instruction. The duties and responsibilities, including administrative procedure of the committee, are also set forth.

INDENTURED APPRENTICE

"Indentured" means the contractual relationship in which the apprentice and the sponsor sign an agreement that specifies the terms of the apprenticeship.

JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)

A committee composed of representatives of management and labor, established to carry out the development and administering an apprenticeship and journeyworkers' training program for each occupational area.

JOURNEYWORKER

A qualified craft worker who has mastered the skills of his/her trade, or in apprenticeship terms, a worker who has successfully completed an apprenticeship program.

ON-THE-JOB TRAINING PROGRAM

A plan containing all terms and conditions for a formalized system of job processes which may be augmented by related instruction that provide the experience and knowledge necessary to meet the training objective of learning a specific skill, trade, or occupation.

RELATED CLASSROOM INSTRUCTION

The segment of apprenticeship which takes place in the classroom. It is designed to supplement on-the-job training with instruction on theoretical and technical subjects. Apprentices usually attend classes at nights or on Saturdays on their own time.

TRAINEE

A person at least sixteen (16) years of age participating, through employment, in an approved schedule of work experience in learning a specific skill, trade, or occupation within a formalized on-the-job training program and who is a party of a training agreement registered with the department.

Sources: Department of Labor, Office of the Secretary (29 CFR Part 29), Labor Standards for the Registration of Apprenticeship Programs, (29.4).

Department of Labor and Industrial Relations, State of Hawaii, Apprenticeship Digest for Selected Occupations, June 1978.

APPENDICES

APPENDIX A

APPRENTICESHIP AGREEMENT

Regulation XLIV, Section 6, Apprenticeship Agreement, Chapter 372, HRS requires that

> The apprenticeship agreement shall contain explicitly or by reference:
>
> (a) Name and signature of the contracting parties (apprentice and the program sponsor or employer) and the signature of a parent or guardian if the apprentice is a minor;
>
> (b) The date of birth of apprentice;
>
> (c) Name and address of the program sponsor and registration agency;
>
> (d) A statement of the trade or craft in which the apprentice is to be trained and the beginning date and term of apprenticeship; and
>
> (e) A reference incorporating as part of the agreement the standards of the apprenticeship program as it exists on the date of the agreement and as it may be amended during the period of the agreement.

Section 7. Termination and Suspension of Department-Registered Agreement. Termination and temporary suspension of an apprenticeship agreement may be effected upon agreement of the parties thereto, or at the request of the apprentice, or upon good cause, by the department instituting formal termination and temporary suspension proceedings in accordance with the provisions of this regulation.

> (a) Request by the apprentice or upon agreement of the parties. The director may terminate or temporarily suspend the registration of an apprenticeship agreement by a written acknowledgment of such request stating, but not limited to, the following:
>
> (1) The apprentice is terminated or temporarily suspended upon agreement of the parties or at the apprentice's request with notice of intent to all parties affected, and giving the effective date of such termination or temporary suspension.
>
> (2) Approved termination or temporary suspension of an apprenticeship agreement will be evidenced by a written indicia by the department.

(b) For good cause. The director may terminate or temporarily suspend the registration of an apprenticeship agreement by a written acknowledgment of such request stating, but not limited to, the following:

(1) The apprentice is recommended for termination or temporary suspension by the sponsor or on the director's own motion for reason(s) stated with notice of intent to all parties affected.

(2) Where it appears that the reason for such action is justified, the director shall so notify the apprentice in writing.

(3) The notice shall be sent by registered or certified mail, return receipt requested, shall state the termination or suspension action to be taken with reason(s) for such action and shall state that the apprenticeship agreement will be terminated or suspended unless, within ten (10) workdays or receipt of this notice, the apprentice requests a hearing.

(4) If the apprentice requests a hearing, the director or the director's authorized representative will notify the appropriate parties and schedule a reasonable time and place of the hearing.

(5) The director or the director's authorized representative shall regulate the course of the hearing. Hearings shall be informally conducted. Every party shall have the right to counsel, and a fair opportunity to present his/her case, including such cross-examination as may be appropriate in the circumstances. The director or the director's authorized representative shall make every reasonable effort to obtain all pertinent facts and shall render final decision based on the findings.

Section 8. Deregistration of Department-Registered Program. Deregistration of a program may be effected upon the voluntary action of the sponsor by a request for cancellation of the registration or, upon reasonable cause, by the department instituting formal deregistration proceedings in accordance with the provisions of this regulation.

(a) Request by Sponsor. The director may cancel the registration of an apprenticeship program by a written acknowledgment of such request stating, but not limited to, the following:

(1) The registration is canceled at sponsor's request with notice of intent to all parties affected, and giving the effective date of such cancellations.

(2) That, within 15 workdays of the date of the acknowledgment, the sponsor must notify all apprentices of such cancellation and the effective date; that such cancellation automatically deprives the apprentices of their individual registration.

(b) Deregistration by Department.

(1) Deregistration proceedings may be undertaken when the apprenticeship program is not conducted, operated, or administered in accordance with the registered standards of the requirements of Chapter 372, HRS, or this regulation.

(2) Where it appears the program is not being operated in accordance with the registered standards or with requirements of Chapter 372, HRS, or this regulation, the director shall so notify the program sponsor in writing.

(3) The notice shall be sent by registered or certified mail, return receipt requested, shall state the deficiency(ies) and remedy(ies) required and shall state that the program will be deregistered for cause unless corrective action is taken within 30 days.

(4) Upon request by sponsor, the 30-day period may be extended for up to an additional 30-day period. During the period for correction, the sponsor may be assisted in every reasonable way by the department.

(5) If the required action is not taken within the allotted time, the director shall send a notice to the sponsor by registered or certified mail, return receipt requested, stating the following:

(i) This notice is sent pursuant to this subsection;

(ii) That certain deficiencies were called to the sponsor's attention and remedial actions requested;

(iii) Based upon the stated cause, the program will be deregistered unless, within 15 workdays of receipt of this notice, the sponsor requests a hearing; and

(iv) If a hearing is not requested by the sponsor, the program will be automatically deregistered.

(6) If the sponsor requests a hearing, the director shall convene a hearing in accordance with Section 9 of this regulation.

(7) In the director's discretion, the director may allow the sponsor a reasonable time to achieve voluntary corrective action. If the director's decision is that the apprenticeship program is not operating in accordance with the registered standards or requirements of Chapter 372, HRS, and this regulation, the apprenticeship program shall be deregistered. In each case in which deregistration is ordered, the director shall notify the sponsor.

(8) Every order of deregistration shall contain a provision that the sponsor/department shall, within 15 workdays of the effective date of the order, notify all registered apprentices of the deregistration of the program, the effective date, and that such action automatically deprives the apprentices of their individual registration.

Section 9. Hearings.

(a) Within ten (10) workdays of receipt of a request for a hearing, the director shall designate a hearings officer. The hearings officer shall give reasonable notice of such hearing by registered mail, return receipt requested, to the appropriate sponsor. Such notice shall include:

(1) A reasonable time and place of hearing;

(2) A statement of the provisions of this regulation pursuant to which the hearing is to be held; and

(3) A concise statement of the matters pursuant to which the action forming the basis of the hearing is proposed to be taken.

(b) The hearings officer shall regulate the course of the hearing. Hearings shall be informally conducted. Every party shall have the right to counsel, and a fair opportunity to present his/her case, including such cross-examination as may be appropriate in the circumstances. Hearings officers shall make every reasonable effort to obtain all pertinent facts and render final decisions based on their findings.

Section 10. Reinstatement of Program Registration. Any apprenticeship program deregistered pursuant to Chapter 372, HRS, and this regulation, may be reinstated upon presentation of adequate evidence that the apprenticeship program is operating in accordance with Chapter 372, HRS, and this regulation. Such evidence shall be presented to the department, if an order of deregistration were entered pursuant to a hearing.

Section 11. Complaints.

(a) This section is not applicable to any complaint concerning discrimination or other equal opportunity matters; all such complaint shall be submitted, processed, and resolved in accordance with State or federal equal employment opportunity laws.

(b) Any controversy or difference arising under an apprenticeship agreement which cannot be resolved locally, or which is not covered by a collective bargaining agreement, may be submitted by an apprentice or his/her authorized representative to the department for review. Matters covered by a collective bargaining agreement are not subject to such review.

(c) The complaint, in writing, and signed by the complainant, or authorized representative, shall be submitted within 60 days of the final local decision. It shall set forth the specific matter(s) complained of, together with all relevant facts and circumstances. Copies of all pertinent documents and correspondence shall accompany the complaint.

(d) The director shall render an opinion within 90 days after receipt of the complaint, based upon such investigation of the matters submitted as may be found necessary, and the record before it. During the 90-day period, the director shall make reasonable efforts to effect a satisfactory resolution between the parties involved. If so resolved, the parties shall be notified that the case is closed. Where a decision is rendered, copies of the decision shall be sent to all interested parties and shall be final.

FORM AD-7

_____-Hour Program

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP

Apprenticeship Agreement

THIS AGREEMENT made and entered into this _____ day of _____, 19____

between the parties to _____ represented by the Joint
(Name of Apprenticeship Standards)

Apprenticeship Committee, hereinafter referred to as the Committee, and _____,
(Name of Apprentice)

hereinafter referred to as the Apprentice, and (if a minor) _____
(Name of Parent or Guardian)

hereinafter referred to as the Parent (or Guardian).

WITNESSETH:

WHEREAS, the Committee, the Apprentice and his Parent (or Guardian) desire to enter into an agreement of apprenticeship in conformity with the State Apprenticeship Law and established policies of the Department of Labor and Industrial Relations;

NOW THEREFORE, in consideration of the premises and of the mutual covenants herein contained, the parties hereto do hereby mutually covenant and agree as follows:

1. That the Committee agrees to be responsible for the placement and training of the Apprentice in the trade or craft of _____ as work is available and upon the terms and conditions contained in the above named standards, registered by the Committee with the Department of Labor and Industrial Relations on the _____ day of _____, 19____ and hereby made a part of this agreement by reference.*

2. That the Apprentice agrees to perform diligently and faithfully the work of said trade or craft during the period of apprenticeship, complying with the training program contained in the said standards.

3. That the Parent (or Guardian) covenants with the Committee that the Apprentice will duly perform all obligations undertaken herein.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

_____
(Apprentice's Signature)

_____
(Address)

_____ _____
(Date of Birth) Chairman, Joint Apprenticeship Committee

_____
(Parent or Guardian)

AGREEMENT REGISTERED:

Date: _____, 19____ _____
Administrator, Apprenticeship Division

* **A copy of the standards shall be given to all parties to this agreement.**

(SEE REVERSE)

The undersigned Employer agrees to provide employment and training for the Apprentice in accordance with the Standards named in the foregoing agreement.

1st .....

By .....
(Officer or Agent)

.....
(Address)

2nd .....

By .....
(Officer or Agent)

.....
(Address)

3rd .....

By .....
(Officer or Agent)

.....
(Address)

4th .....

By .....
(Officer or Agent)

.....
(Address)

5th .....

By .....
(Officer or Agent)

.....
(Address)

6th .....

By .....
(Officer or Agent)

.....
(Address)

APPENDIX C

FEDERAL LAWS, RULES AND REGULATIONS

U.S. Department of Labor Employment Standards Administration, Wage and Hour Division, Child Labor Bulletin No. 101, Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act:

- Minimum Age Standards for Nonagricultural Employment

  16 -- BASIC MINIMUM AGE FOR EMPLOYMENT. At 16 years of age youths may be employed in any occupation, other than a nonagricultural occupation declared hazardous by the Secretary of Labor.

  18 -- Minimum age for employment in nonagricultural occupations declared hazardous by the Secretary of Labor.

- Hazardous Occupations Orders

  The Fair Labor Standards Act provides a minimum age of 18 years for any nonagricultural occupations which the Secretary of Labor "shall find and by order declare" to be particularly hazardous for 16 and 17-year-old persons, or detrimental to their health and well-being. This minimum age applies even when the minor is employed by the parent or person standing in place of the parent.

- Exemptions from Hazardous Occupations Orders

  Hazardous Occupations Orders under the Fair Labor Standards Act contain exemptions for 16 and 17-year-old apprentices and student-learners provided they are employed under the following conditions:

  Apprentices: (1) The apprentice is employed in a craft recognized as an apprenticeable trade; (2) the work of the apprentice in the occupations declared particularly hazardous is incidental to his training; (3) such work is intermittent and for short periods of time and is under the direct and close supervision of a journeyman as a necessary part of such apprentice training; and (4) the apprentice is registered by the Bureau of Apprenticeship and Training of the U.S. Department of Labor as employed in accordance with the standards established by that Bureau, or is registered by a State agency as employed in accordance with the standards of the State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or is employed under a written apprenticeship agreement and conditions which are found by the Secretary of Labor to conform substantially with such Federal or State standards.

- Subminimum Wage Provisions

  Learners, apprentices, and handicapped workers may, under certain circumstances, be paid less than the minimum wage, as well as full-time students in retail or service establishments, agriculture, or institutions of higher education. Special certificates issued by the Wage and Hour Administrator must be obtained by employers wishing to use these provisions.

- Equal Pay Provisions

  The equal pay provisions of the FLSA prohibit wage differentials based on sex, between men and women employed in the same establishment on jobs that require equal skill, effort and responsibility and which are performed under similar working conditions.

APPENDIX D

STATE OF HAWAII LAWS, RULES AND REGULATIONS

Section 387-2 Minimum Wages

After June 30, 1975, every employer, except as provided in Section 387-9 and this paragraph, shall pay to each employee employed by him wages at the rate of not less than $2.40 per hour. Except as provided in Section 387-9 and this paragraph, every employer shall pay to each employee employed by him wages at the rate of not less than: $2.65 per hour beginning July 1, 1978; $2.90 per hour beginning July 1, 1979; $3.10 per hour beginning July 1, 1980; and $3.35 per hour beginning July 1, 1981. The hourly wage of a tipped employee may be deemed to be increased on account of tips if the employee is paid not less than twenty cents below the applicable minimum wage by his employer and the combined amount he receives from his employer and in tips is at least fifty cents more than the applicable minimum wage.

Section 387-3 Maximum Hours

No employer shall, except as otherwise provided in this section, employ any employee for a workweek longer than forty hours unless the employee receives overtime compensation for his employment in excess of the hours above specified at a rate not less than one and one-half times the regular rate at which he is employed.

Section 387-4 Wage Discrimination Prohibited

No employer shall discriminate in any way in the payment of wages as between persons of different races or religions or as between the sexes; provided, that nothing herein shall prohibit a variation of rates of pay for employees engaged in the same classification of work based upon a difference in seniority, length of service, substantial difference in duties or services performed, difference in the shift or time of day worked, or hours of work; and provided that an employer who is paying a wage rate differential in violation of this section shall not, in order to comply with this section, reduce the wage rate of any employee.

Section 387-9 Special Minimum Wages for Learners; Apprentices; Full-Time Students; Paroled Wards of Hawaii Youth Correctional Facility; Handicapped Workers

Not withstanding the provisions of section 387-2, the director may by rules provide for the employment: (1) of learners, of apprentices, of part-time employees who are full-time students attending public or private schools other than colleges, universities, business schools, or technical schools, and of wards paroled from the Hawaii youth correctional facility, under special certificates issued by the director, at such wages lower than the applicable minimum wage and subject to such limitations as to time, number, proportion, and length of service as the director shall prescribe.

APPENDIX E

REGIONAL OFFICES OF THE STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
APPRENTICESHIP DIVISION

Administrator, Apprenticeship Division
Department of Labor and Industrial Relations
888 Mililani Street, Room 401
Honolulu, Hawaii 96813

District Representative
Department of Labor and Industrial Relations
State Building
75 Aupuni Street
Hilo, Hawaii 96720

District Representative
Department of Labor and Industrial Relations
State Building
54 High Street
Wailuku, Maui, Hawaii 96793

District Representative
Department of Labor and Industrial Relations
State Building
3060 Eiwa Street
Lihue, Kauai, Hawaii 96788

HONOLULU COMMUNITY COLLEGE STUDENT'S QUARTERLY REPORT

YEAR _____ QUARTER _____

NAME _____ SUBJECT _____
(Last) (First) (Middle)

CODE: A = VERY GOOD B = ABOVE AVERAGE C = AVERAGE D = BELOW AVERAGE F = FAILURE

(Circle grade on line(s) indicated below)

☐ QUARTER GRADE: A B C D F INC. HOURS ATTENDED (POSSIBLE 40) _____

ATTITUDE: (Circle one) EXCELLENT ABOVE AVERAGE AVERAGE BELOW AVERAGE POOR

COMMENTS: _____

_____

_____ _____ INSTRUCTOR'S SIGNATURE _____
Date

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